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CRAG 3/3-61
29 August 1961CENTRAL INTELLIGENCE AGENCY
CENTRAL REFERENCE ADVISORY GROUPA Central Requirements Registry in CIA

1. The CRAG paper distributed on 24 August (CRAG 3/1) stated that an interoffice group had been working on the design of a system for a Central Requirements Registry; the group submitted its detailed report with attached flow charts, proposed formats, and codes. These attachments with a covering synopsis of the group's report are herewith transmitted for your information or comment.

2. As stated before, this Registry is designed to support the requirements "facility" proposed in CRAG 3/1. Although developed for CIA, it can be extended to provide a National Requirements Registry when this becomes appropriate. (Such was recommended by the Joint Study Group and is referred to in the DOD directive establishing the Defense Intelligence Agency.)

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Attachments: 4/s

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CRAG

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A CENTRAL REQUIREMENTS REGISTRY IN CIA

1. The CIA Office of Central Reference (OCR), in accordance with the Joint Study Group recommendation No. 22 as reflected in USIB-D-1.5/6 of 10 March 1961, conducted a trial experiment which demonstrated the capability of available card punch equipment for use in support of a Central Requirements Registry. A Working Group composed of representatives of the CIA Requirements Staffs and Collection Components has designed a system for the operation of a Central Requirements Registry within CIA, which can be extended to include the indexing of all requirements for the Intelligence Community, i.e., a National Requirements Registry. The proposed Registry can function independently within the present framework of the Office of Central Reference or as an integral part of any Central Requirements Facility which may be organized pursuant to Joint Study Group recommendation No. 23. In either event it will be the mechanism for eliminating the amorphous character of the present requirements-handling methods.

2. At the outset, the Registry will have as its mission the indexing of all Collection Requirements (ad hoc and guide-type) originating within CIA or served on CIA by other USIB members for collection action, exclusive of those presently levied on

is this
an adequate
start?

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ment); and the National Photographic Interpretation Center(NPIC). The Registry will support the comprehensive file of collection directives maintained by the Office of Central Reference through a mechanized index to the file. It will enable that office to better serve as the communication link between the customer and the collector. Further, the Registry will make possible a consultative service, through the OCR Liaison Staff to both customer and collector on the correct expression of requirements and the gross assets available for collection.

up to a point
this is ok - but
it becomes
messy
by.

3. On the basis of experience derived from the development, maintenance and servicing of the initial data base it should be possible to extend our service to deal with all requirements originated in or served on the Intelligence Community. ✓

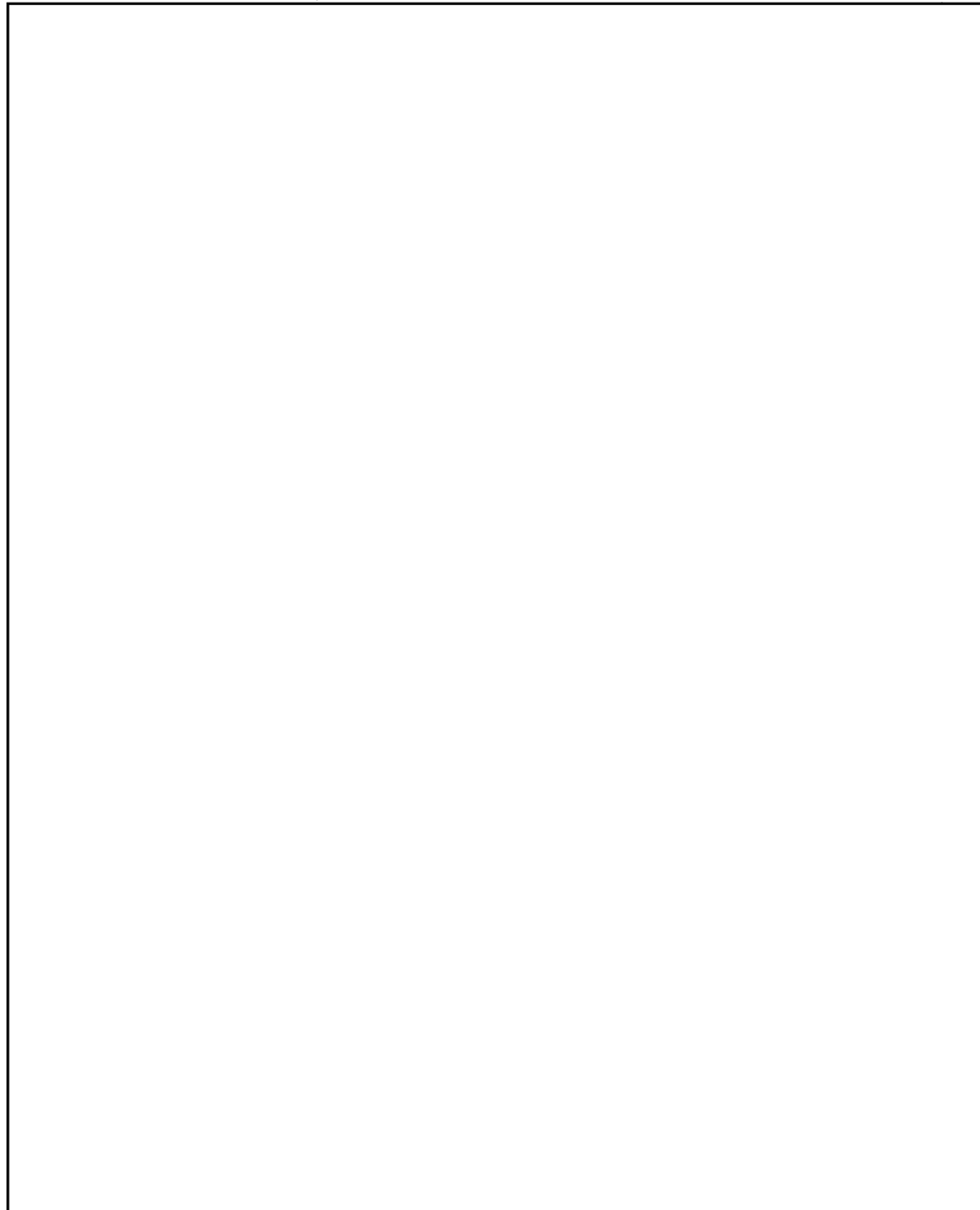
4. The machine-supported Requirements Registry will control by punch-card indexes the three types of information related to each requirement directive: record data about the document; chronology and explanation of actions taken; and all subjects and locations specifically named as targets for collection. Rapid access in a punched card system requires a separate file to support each identified primary purpose. The system design would not be materially changed by its implementation via EDP (electronic data processing) as opposed to EAM (electric accounting machines) equipment.

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been designed to represent in brief unequivocal form, all actions and decisions connected with each requirement.

6. The responsibility for furnishing to the Registry processing offices of the requirements and all forms necessary to the creation of the machine supported indices rests with the OCR Liaison Staff. In addition, collection of response and user evaluation are essential to a full record of requirements and actions taken. These data can be recorded in Registry indices only when furnished to the Liaison Staff by the operating offices. Forms have been designed to yield maximum input and monitoring of information, with a minimum number of steps performed by the originator of the requirements, the requirements staffs and the indexing staff. The output of each stage (requirements development, issue, response and document rating) appears in the format best suited for transcription, coding and card punch. (Ref 4, Sec 4)

this will be interpreted as an example document for ends & will be backed by evidence

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(title, cross-reference, record of coordination, collectors upon whom levied - Tab A, Sec 2 (3)). The descriptive and substantive information of the body of the requirement will be indexed according to standard Intellofax procedures, using a special transcript sheet. The resultant IBM cards will be machine sorted for substantive control by the ISC subject code for File A, mechanically reproduced and machine sorted by the ISC area code for File B (Tab A, Sec 2 (A));

(b) Within a ten day period, the Collector and Response Form will be forwarded to the Register. This form will serve as a transcript sheet for the ordering of information entered into IBM card #6 (individual collector response) of the RD Action File;

(c) The receipt by the Register of records of customer rating of responsive reporting cannot be scheduled. However, completed Document Rating Forms will serve as transcript sheets for the ordering of all control items selected for entry into card #4 (document response rating) of the RD Action File.

8. The Requirements Registry will make possible the answering of spot requests as well as the preparation of end products in the form of

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machine-printed listings. The Consumer, the Liaison Officers, the Registry Indexers and the Machine Personnel must share the responsibility for identification of format, files necessary to production and final evaluation of all end products. (Tab A, Sec 3)

9. As a management tool the Registry will provide means for (1) eliminating the by-passing of control points for requirements, (2) validating the requirements, (3) preventing undesirable duplication, (4) developing a standard collector/customer language, (5) improving requirements through terms standardization among all elements of the requirements cycle.

Attachments

TAB A

